

# APPLICATION TO **CORRECT** OR **CHANGE** A MICHIGAN BIRTH RECORD

For additional information  
**(517) 335-8660**  
 Mon-Fri 8:00 am - 5:00 pm ET

**MAIL APPLICATION AND PROPER FEE TO:**  
 Vital Records Changes  
 P.O. Box 30721  
 Lansing MI 48909

APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)	PLEASE PRINT CLEARLY AND LEGIBLY
Applicant's Name:	Driver's License or State Identification #:
Address:	City/State: Zip:
Daytime Phone <b>Required:</b> (       )	Other Phone: (       )
<b>To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)</b>	

ELIGIBILITY (Please check which category makes you eligible to request this change or correction)
<p><b>To be eligible to correct or change a birth record, you must be the person named on the record and at least 18 years old, a parent named on the record, or a legal guardian or legal representative of the person named on the record.</b> Legal guardians must include a copy of the court guardianship documents. Legal representatives must provide information on official letterhead, documenting that he/she represents the person named on the record.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> Person named on the record (must be at least 18 years old)</p> <p><input type="checkbox"/> Parent named on the record</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Legal guardian of the person named on the record</p> <p><input type="checkbox"/> Legal representative of the person named on the record</p> </div> </div>

REQUIRED DOCUMENTATION
<p><b>Changes or corrections to birth records that can be made by this office are limited by law and are subject to very specific supporting documentation.</b> In general, you must include with this application, at least two (2) pieces of dated documentary evidence. To change any part of the name requires two documents dated close to the time of birth. (Exception: Only one document dated five years ago is required to <u>correct the spelling</u> of the first or middle name of the person named on the record). If you need more information or have questions, you may call our Changes Unit at <b>(517) 335-8660</b>.</p>

CHANGES REQUESTED:	ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

INFORMATION NEEDED TO LOCATE BIRTH RECORD TO BE CHANGED					
If any birth information is unknown, please indicate "unknown"					STATE FILE NUMBER (If known)
NAME AT BIRTH	First	Middle	Last	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH (mm/dd/yyyy)
IF THE PERSON ON RECORD IS ADOPTED OR HAS HAD A LEGAL NAME CHANGE (OTHER THAN MARRIAGE) PLEASE INDICATE THAT NAME HERE	<input type="checkbox"/> Adoption <input type="checkbox"/> Legal Name Change	First	Middle	Last	
PLACE OF BIRTH:	Hospital	City	County		
MOTHER'S NAME BEFORE FIRST MARRIED:	First	Middle	Last	FATHER'S NAME:	First Middle Last

**A SIGNATURE(S) IS REQUIRED TO PROCESS THE APPLICATION.**

**K** Signature of Person  
Requesting Change:

Date:

**K** Other Signature:

Date:

**PAYMENT** - The fee for correcting or changing a Michigan birth record is \$40.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$12.00 each when ordered at the same time. **Payment must be by check or money order and made payable to the "State of Michigan."**

Application Fee <b>(Non-Refundable)</b> Fee includes one (1) certified copy of the record	\$40.00	\$ 40.00
_____ Additional Certified Copies	\$12.00 Each	\$
<b>TOTAL ENCLOSED:</b>		\$

**PENALTIES:** Any person who willfully and knowingly makes false application to change a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).

DCH-0847 Rev 12/2004 MCL 333.2871(1) and 333.2891(10)

**PHOTO ID REQUIREMENTS FOR CHANGING OR  
CORRECTING A MICHIGAN BIRTH RECORD**

**\* Please Send Photocopies - Not Original Documents \***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request a change or correction to one. To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.

**At least one of the following photo ID's:**

- < Michigan driver's license unexpired or expired for not more than one year
- < State of Michigan identification card unexpired or expired for not more than one year
- < Unexpired driver's license or official identification card issued by another state in the U.S., jurisdiction or territory
- < Unexpired U.S. or foreign passport
- < U.S. military identification, military dependent identification or veteran's identification

**Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:**

- < Employment identification with photo, accompanied with a pay stub or W-2 form
- < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- < Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- < Department of Corrections identification card, accompanied by probation or discharge papers
- < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

**If you are unable to provide any of the above mentioned forms of identification, please contact the Michigan Vital Records Changes Unit at 517-335-8660 and speak with a changes specialist.**